

**Unconfirmed**  
**THE HEALTH PROFESSIONS COUNCIL**

Chief Executive and Registrar: Mr Marc Seale

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MINUTES of the twenty-third meeting of the Education and Training Committee held on **Tuesday 14 June 2005** at Park House, 184 Kennington Park Road, London, SE11 4BU.

**PRESENT:** Miss Eileen Thornton (Chairman)  
 Professor N Brook  
 Mrs S Chaudhry  
 Ms H Davis  
 Ms C Farrell  
 Professor J Harper  
 Professor T Hazell  
 Professor C Lloyd  
 Professor J Lucas  
 Miss G Pearson  
 Miss P Sabine  
 Mrs B Stuart  
 Mr G Sutehall  
 Dr A Van Der Gaag  
 Mr D Whitmore

**IN ATTENDANCE:**

Mr C Bendall, Secretary to Committees  
 Ms K Johnson, Director, Fitness to Practise  
 Ms K Scott, Manager CPD/Aspirant Groups  
 Mr M Seale, Chief Executive and Registrar

**Item 1.05/42 PRESENTATION ON PRACTICE-BASED LEARNING**

- 1.1 The Chairman welcomed Ms J Mulholland and Mr C Turnock, who made a presentation on Making Practice-Based Learning Work. The project aimed to make practitioners more effective at supporting and supervising students in the workplace across a range of healthcare disciplines. Following a question and answer session, the Committee expressed its thanks for the presentation. It noted that guidance issued by the HPC should make reference to the materials issued by the project.

**Item 2.05/43 APOLOGIES FOR ABSENCE**

- 2.1 Apologies for absence were received from Dr G Beastall, Mr P Frowen, Professor R Klem, Mr I Massey, Professor D Waller and Mr S Wordsworth.

**Item 3.05/44 APPROVAL OF AGENDA**

- 3.1 The Committee approved the agenda, subject to the inclusion of the following item for discussion/approval:-

Responses and Decisions from the Consultation on a Proposed Addition to the Standards of Proficiency.

**Item 4.05/45 MINUTES**

- 4.1 It was agreed that the minutes of the twenty-second meeting of the Education and Training Committee be confirmed as a true record subject to the following corrections:-
- 4.2 Page one - Professor C Lloyd had been present.
- 4.3 Item 5.3.1 - the word "documents" was repeated twice towards the end of the paragraph.

**Action: CB**

**Item 5.05/46 MATTERS ARISING**

- 5.1 Item 5.1 - Matters arising
- 5.1.1 The Committee noted that the HPC had yet to approve the education providers that had or would be approving and offering the National Vocational Qualification in Operating Department Practice.
- 5.2 Item 5.3 – Standards of Education and Training: Guidance for Education Providers Professional Liaison Group
- 5.2.1 The Committee noted that drafting of the guidance documents continued and it was hoped that a report could be made to the next meeting.
- 5.3 Item 5.7 – Director of Education and Policy Report
- 5.3.1 The Committee noted that the HPC had responded to the consultation about the regulation of Applied Psychologists and the Department of Health was expected to announce its decision in September.
- 5.4 Item 5.9 – Director of Education and Policy Report
- 5.4.1 The Committee noted that the proposed meeting between Dr G Beastall and the Association of Clinical Scientists had been cancelled.

5.5 Item 5.12 – Review of Standards of Proficiency

5.5.1 The Committee noted that the PLG to review the Standards of Proficiency had not yet begun its work.

5.6 Item 9.2 - Future Developments for Healthcare Scientists

5.6.1 The Committee noted that there had been no meetings of the Strategy Group of the Healthcare Scientists Skills Programme. The Chief Executive and Registrar agreed to investigate the situation and report back.

**Action: MS**

5.6.2 The Committee noted that it had agreed that Mr N Willis and Dr J Old were the most appropriate candidates for involvement in working groups for the project. The Committee agreed that, although their terms of office would end in July, Mr Willis and Dr Old should continue to represent the HPC until the next meeting of the Committee.

**Item 6.05/47 CHAIRMAN'S REPORT**

6.1 The Chairman reported that Ms F Nixon had resigned as the Director of Education and Policy. The Committee expressed its thanks for her work and wished her well for the future. It also thanked the current employees of the Education and Policy Department for their work under pressure.

6.2 The Committee noted that the Chairman had attended a small working group which had drafted the key decisions document on Continuing Professional Development, to be considered under item 8.

6.3 The Committee noted that the Chairman had also attended a Visitors' training session and three approvals events for arts therapy courses at independent providers.

6.4 Members requested information about the future membership of Committees and suggested that the Executive should provide written information about the role of members of the different Committees. The Chief Executive reported that a paper setting out the process for appointing members to Committees would be submitted to the next Council meeting. A two-day training session for all new Council members had been arranged for the end of June and copies of the Statutory Instruments, Rules and Standing Orders would be made available.

**Action: MS**

**Item 7.05/48 HEALTH AND CHARACTER DECLARATIONS**

- 7.1 The Committee received a paper for discussion/approval from the Executive.
- 7.2 The Committee noted that the paper set out the policy and procedure that the HPC should adopt when it received self referrals of health or character issues by registrants; health and character declarations on renewal of registration; and health and character declarations on application for admission or re-admission to the register. It was proposed that Registration Panels would determine whether there was a fitness to practice issue that needed to be considered. The Committee noted that, in the longer term, the HPC intended to issue guidance on issues which would prevent individuals from being renewed, readmitted or registered.
- 7.3 The Committee agreed that members should notify Ms Johnson by e-mail of any minor amendments to wording etc.
- 7.4 The Committee approved the policy and procedure set out in the paper.

**Action: KJ**

**Item 8.05/49 CONTINUING PROFESSIONAL DEVELOPMENT****(A) KEY DECISIONS PAPER****(B) TIME LINE FOR IMPLEMENTATION OF CPD**

- 8.1 The Committee received a paper for discussion/approval from the Executive.
- 8.2 The Committee noted that, in line with Article 19 of the Health Professions Order 2001, the HPC had undertaken a consultation on proposals for the implementation of a Continuing Professional Development (CPD) process. The consultation had taken place between September and December 2004 and the responses had been analysed between December 2004 and April 2005, in conjunction with Newchurch Consulting. In May 2005, a core group of Committee members, together with members of the Executive and a representative from Newchurch Consulting, had met to discuss the responses and the analysis and to make any key decisions in the light of the responses. The draft key decisions document was attached to the paper.
- 8.3 In discussion, the Committee agreed that the following changes to the draft document:-
- 8.3.1 A list of the key decisions should be included at the beginning, for clarity and ease of reference. In addition, the key decisions should be grouped in topics rather than in relation to the questions in the consultation document.

- 8.3.2 In the foreword, the fourth paragraph and the first sentence of the fifth paragraph should be deleted.
- 8.3.3 Figure 5 (responses by profession) should be revised to take account that the largest number of responses came from the largest professions. It should instead give the response rate as a percentage of each profession. As a result, appendix 3 (chart of registrants per profession) was no longer needed and should be deleted.
- 8.3.4 The Committee noted that the proposed Rules used the terms "his", "him" and "he". The Committee agreed that an explanatory note should be included that this was the format used in the legislation approved by Parliament.
- 8.3.5 Key decision 4 ("The HPC will draw up and publish details of the processes and comprehensive guidance notes by April 2006") should be amended to make it clear that the guidance would relate to the audit process and would include guidance on proportionality and amount of evidence, in addition to exemplars. The Committee agreed that this decision should be placed after key decision 7 and that it should be amended to read "before April 2006".
- 8.3.6 In the light of the other paper which had been received from the Executive, all references to the date of the first audit would need to be amended.
- 8.3.7 Key decision 15 should be amended to read "The HPC will commence a communications campaign to ensure that employers are aware of its forthcoming CPD scheme and are encouraged to support it. We believe that this will have a positive impact on patient care."
- 8.3.8 "Derry" should be amended to "Londonderry", to agree with figure 1 showing the location of the consultation events.
- 8.4 The Committee agreed and recommended to the Council that, subject to the amendments listed above and crystal marking for language clarity, "Key Decisions from our consultation on Continuing Professional Development" should be approved.

**Action: KS**

- 8.5 The Committee received a paper for discussion/approval from the Executive.
- 8.6 The Committee noted that, in the CPD consultation paper, the HPC had proposed that the Rules and Standards for CPD should be implemented in August 2005, with the first audit being undertaken two years later, in August 2007. The consultation and the analysis had

clearly indicated that time was required to prepare guidance for registrants and employers.

- 8.7 The Committee recommended that the Rules and Standards should be implemented in August 2005 and registrants would be expected to begin maintaining a written record of CPD activities from that date. However, implementation of the audit process would be postponed so that further guidance could be provided, as requested in the responses to the consultation. In addition, registrants should be informed of the timetable.
- 8.8 The Committee agreed that the launch of the CPD audit process should be postponed by approximately 12 months until August 2006, with the first audit to take place in July 2008.

**Action: KS**

**Item 9.05/50 OPERATING DEPARTMENT PRACTITIONERS STANDARDS  
OF EDUCATION AND TRAINING - ANALYSIS  
(A) FINAL DECISION  
(B) INFORMATION FOR DISTRIBUTION**

- 9.1 The Committee received a paper for discussion/approval from the Executive.
- 9.2 The Committee noted that, in line with Article 15 of the Health Professions Order 2001, the HPC had undertaken a consultation on the inclusion of Operating Department Practitioners (ODP) in the Standards of Education and Training. This was in order to reflect the addition of the new profession by making appropriate changes to the threshold entry routes to the register. The consultation paper had been sent to all education providers, professional bodies, ODP employers and a range of other interested parties. The consultation had finished on 11 March and the analysis of responses had now been completed. Of the 13 responses received, only five had substantial comments to make and none of these responses had been sufficient to prompt a reassessment of the proposed threshold entry level standard.
- 9.3 The Committee agreed that, in light of the responses to the consultation, the Diploma of Higher Education in Operating Department Practice for Operating Department Practitioners be included in the Standards of Education and Training at 1.1.5.
- 9.4 The Committee agreed that the analysis of the consultation responses and the HPC's comments in reply, should be approved and that the information should be posted on the HPC website and copies posted to all respondents.

**Action: KS**

**Item 10.05/51 OPERATING DEPARTMENT PRACTITIONERS -  
AMENDMENT TO WEBSITE INFORMATION**

- 10.1 The Committee received a paper for discussion/approval from the Executive.
- 10.2 The Committee noted that, at its meeting on 13 October 2004, it had approved the past qualification: “The Scottish or National Vocational Qualification in Operating Department Practice, Level 3 (effective 1991-2000) - there will be students exiting this programme until 31<sup>st</sup> December 2004”. Recently it had come to the attention of the Education and Policy department that the detail of the qualification and the information held on the HPC website was insufficient.
- 10.3 The Committee noted that the NVQ Level 3 qualification was an outcome based qualification. This effectively meant that there was no clear course duration determined by the awarding bodies. To address this situation for ODPs, the Association of Operating Department Practitioners (AODP) published a paper entitled “Registration and Validation of ODP Programmes”. That paper was designed to clarify arrangements for a transitional period, during which the main qualification for ODPs moved from the NVQ Level 3 qualification to the Diploma of Higher Education in Operating Department Practice. The main points of the paper determined that the duration of the NVQ Level 3 for ODPs be set at two years and that the programme must be commenced prior to 31 October 2002.
- 10.4 The Committee noted that the AODP paper was distributed to NVQ awarding bodies, including Edexcel, City and Guilds and SQA, who were requested to advise all approved centres (NVQ education providers) and registrants that commencement of the programme after 31 October 2002 would not lead to registration with the AODP or with the subsequent statutory regulator. Edexcel subsequently issued a joint Position Statement from the awarding bodies informing approved centres of the requirements of the AODP.
- 10.5 At the time of transfer of the AODP voluntary register to the HPC, the NVQ Level 3 programme for ODPs had clear parameters. While the HPC approved the qualification itself, it did not approve the individual education providers and thus the length of the programme. Consequently, the information provided by the HPC, in addition to being incorrect with regard to dates of availability, may allow individuals who have completed an insufficient programme to enter the HPC register.
- 10.6 The Committee agreed that the information on the HPC's website should be amended to read:

"The Scottish or National Vocational Qualification in Operating Department Practice, Level 3.

Note: This is generally a two year programme with the final student intake being 31 October 2002. The majority of students will complete the course in October 2004, however, students granted an extension by the education provider may complete after this date. Evidence of approved extension, by the education provider, is required for registration purposes."

**Action: KS**

#### **Item 11.05/52 SCHEME OF DELEGATION**

- 11.1 The Committee received a paper for discussion/approval from the Executive.
- 11.2 The Committee noted that a paper on Scheme of Delegation had been presented for discussion/approval at its meeting on 30 March. The Committee had noted that while the scheme demonstrated its powers to withdraw or refusal approval for a course, it did not state it had the power to approve a course. The Committee had agreed that the approval terminology therefore needed to be made as explicit as possible. Following advice from HPC's legal advisors, the Scheme of Delegation had been revised.
- 11.3 The Committee approved the revised Scheme of Delegation.

**Action: MS**

#### **Item 12.05/53 MINUTES OF THE REGISTRATION COMMITTEE HELD ON 12 APRIL 2005**

- 12.1 The Committee received the minutes of the Registration Committee held on 12 April 2005.
- 12.2 The Committee noted that the Registration Committee had felt that the amount of committee business would probably reduce following the end of grandparenting and it could perhaps meet less frequently.

#### **Item 13.05/54 MINUTES OF THE APPROVALS COMMITTEE HELD ON 17 MAY 2005**

- 13.1 The Committee received the minutes of the Approvals Committee held on 17 May 2005.
- 13.2 The Committee noted that education providers would be asked to complete a pro-forma on an annual basis, providing details of any changes to programmes. The audit process would take place



biannually. It was thought that the pro-forma would be a cover sheet for extant documentation prepared by the education provider.

- 13.3 The Committee noted that the visitors' reports on programmes were very helpful and should prove useful across professions and across institutions.

**Item 14.05/55 RESPONSES AND DECISIONS FROM THE CONSULTATION ON A PROPOSED ADDITION TO THE STANDARDS OF PROFICIENCY**

- 14.1 The Committee received a paper for discussion/approval from the Executive.
- 14.2 The Committee noted that the Prescription Only Medicines (Human Use) Order 1997 and related NHS Regulations had been amended to allow chiropodists and podiatrists, radiographers and physiotherapists to become supplementary prescribers. As a consequence of this legislation, the HPC would need to annotate the Register to indicate that a health professional had this additional competence.
- 14.3 The HPC had proposed to add the following text to the profession-specific Standards of Proficiency for chiropodists and podiatrists, radiographers, and physiotherapists:

"Registrants must:

Know and be able to apply the key concepts which are relevant to safe and effective practice as a supplementary prescriber in order to have their name annotated on the register."

- 14.4 It had been proposed that this standard of proficiency would be optional, and would not apply to those health professionals who did not wish to become supplementary prescribers. It had been proposed that it would not be necessary for all applicants to the Register to demonstrate that they have these skills, or for current registrants to undertake this training in order to remain registered, unless they wished to do so.
- 14.5 A consultation had been held from 1 March to 1 April 2005, during which the proposals had been put before a wide variety of stakeholders, including the professional bodies. Almost all of the responses received had been in favour of the proposals.

- 14.6 The Committee agreed that the paper should be circulated by e-mail to those members who were not present and that members should submit any comments to Mr Bendall by 17 June 2005. The Committee agreed and recommended to the Council that, subject to any comments, the proposed addition to the Standards of Proficiency should be approved.

**Action: CB/RT**

**Item 15.05/56 CHAIRMAN'S ACTION SINCE THE LAST MEETING OF THE EDUCATION AND TRAINING COMMITTEE**

- 15.1 The Committee received a paper to note from the Executive.
- 15.2 The Committee noted the actions taken by the Chairman since the last meeting.

**Item 16.05/57 ANY OTHER BUSINESS**

- 16.1 The Chairman thanked the Committee for its support, particularly those members who were stepping down from the Council.

**Item 17.05/58 DATE AND TIME OF NEXT MEETING**

- 17.1 The next meeting of the Committee would be held at 10.30am on Thursday 29 September 2005.

**CHAIRMAN**



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